



Republic of the Philippines  
**Department of Education**

REGION XI

SCHOOLS DIVISION OF DAVAO DEL NORTE

Office of the Schools Division Superintendent

**DIVISION MEMORANDUM**

CID – 2023 - 1081

To: Rebecca C. Sagot, CESO VI – Assistant Schools Division Superintendent  
Eduard C. Amoguis, EdD - Chief Education Supervisor, CID  
Divina P. Dela Cueva – Public Schools District Supervisor  
Public Elementary, Secondary, and Integrated School Heads of Kapalong West District  
All Concerned Administrative Officers and Administrative Assistants

Subject: **KAPALONG WEST DISTRICT ADMINISTRATORS' EMERGENCY MEETING**

Date: December 28, 2023

1. This office informs all School Heads for the conduct of **Kapalong West District Administrators' Emergency Meeting** at **District Office, Gabuyan CES, Kapalong, Davao del Norte, on December 29, 2023 (Friday)**. The said conference will start at exactly 9 o'clock in the morning.
2. The agenda of the said meeting are as follows, to wit:
  - a. Municipal Meet 2024 Matters;
  - b. MOOE Updates;
  - c. Submission of DTRs;
  - d. Assets and Liabilities Preparations;
  - e. Others
3. Aparticipants are encouraged to continually support and recognize the value of equality and diversity of all personnel while complying with the directives set forth by the office.
4. Travel, food and other incidental expenses shall be charged against school MOOE subject to the usual accounting and auditing rules and regulations.
5. Immediate dissemination of this Memorandum is highly desired.

**REYNALDO B. MELLORIDA, CESO V**  
Schools Division Superintendent

ROSALINDA N. DIONIO  
ADMINISTRATIVE OFFICER V

CID/dpd

